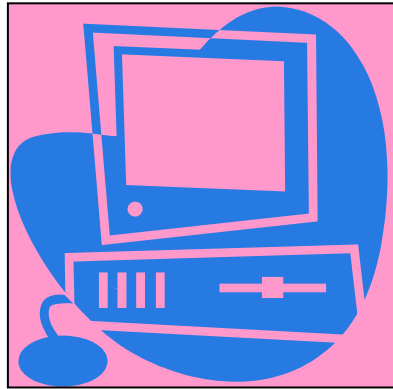


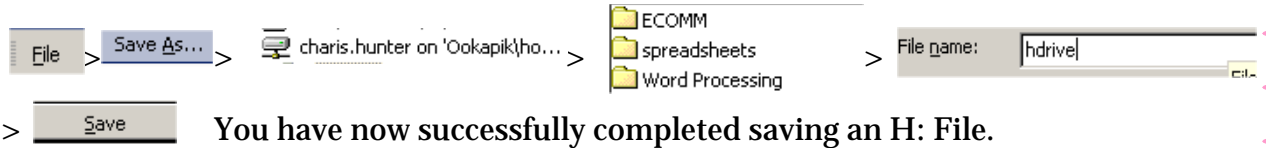
How-To: Save to H:



<http://www.npss.prn.bc.ca/howto.html>

How to Save H: Files:

1. When working with Microsoft Word, to save H: files, select File>Save as>your name on 'Ookapik'/home H :> Choose a folder you wish to save under> Type in the name of your file>Click on Save.

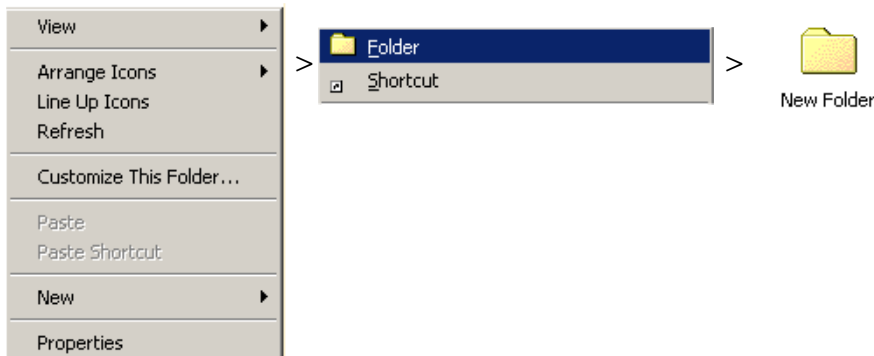


2. To open an H: from the desktop page, you may select My Computer> your name on 'Ookapik'/ home H :> Choose a folder you wish to open.



Now that you have opened your H: you can save anything from documents to pictures, under any folder you choose or you can create a new folder.

3. To create a new folder you must first, open your H :(step #2) You can right click on any blank portion that is under the folders> choose New>Folder> Then a new folder will show up and all you have to do is choose a name for the folder.



It is very important to save your documents to H: for the reason that if you do not and just save it to Microsoft Word or any other program, you're documents will be deleted because it is not properly saved.

At the end of the year all student folders will be erased; if you want to save them you must bring a CD-R or CD-RW so you can burn them. If this is too much of a hassle you can e-mail your folders to yourself and save them on your own computer.